RECORDS MANAGEMENT PROGRAM

PERSONAL COMPUTER HARD DISKS

DO NOT CLASSIFY, LABEL, AND INVENTORY RECORDS MAINTAINED ON A PERSONAL COMPUTER HARD DISK UNLESS THE RECORDS EXIST ONLY ON THE HARD DISK (I.E., THE RECORDS ARE NOT BACKED UP ON A FLOPPY DISKETTE OR ARE NOT PRINTED OUT ON PAPER OR MICROFICHE). ALL DISKETTES, MICROFICHE, AND PAPER RECORDS MUST BE CLASSIFIED, LABELED, AND INVENTORIED.

WHEN DOCUMENTING HARD DISK RECORDS ON THE RECORDS INVENTORY FORM, THE MEDIA SHOULD BE "HD" OR "HARD DISK" AND NO VOLUME IS REQUIRED.

RECORDS ON A HARD DISK WHICH ALSO EXIST ON OTHER MEDIA (DISKETTE, MICROFICHE, OR PAPER) MAY BE DELETED FROM THE HARD DISK AT ANY TIME, BUT THEY MUST NOT BE MAINTAINED LONGER THAN THE RETENTION PERIOD ON THE RECORDS RETENTION SCHEDULE.

RECORDS MAINTAINED ON A HARD DISK INCLUDE ALL OF THE FOLLOWING:

- DOCUMENTS CREATED IN DISPLAYWRITE OR ANOTHER WORD PROCESSING PROGRAM
- DOCUMENTS CREATED IN ALDUS PAGEMAKER OR ANOTHER DESKTOP PUBLISHING PROGRAM
- SPREADSHEETS CREATED IN LOTUS, SYMPHONY, ETC.
- DATA BASES CREATED IN DBASE, FOCUS, ETC.
- GRAPHICS CREATED IN DIAGRAPH, PICTURE PERFECT, FREELANCE, ETC.
- PROGRAMS, REPORT GENERATORS, LABEL GENERATORS, BATCH FILES, DATA FILES, ETC. CREATED IN ANY PERSONAL COMPUTER PROGRAM (INCLUDING BASIC) WHICH EXECUTE AND/OR CONTROL PROCESSING AND/OR OUTPUT OF ANY PERSONAL COMPUTER DOCUMENT, SPREADSHEET, DATA BASE, GRAPHIC, ETC.

THE FOLLOWING ARE NOT RECORDS:

- PROGRAM FILES WHICH EXECUTE AND/OR CONTROL PROPRIETARY SOFTWARE (INCLUDING DOS) AND/OR PERIPHERAL DEVICES. THIS INCLUDES FILES WHICH CAN BE MODIFIED BY THE USER (E.G., PROFILE.PRF IN DISPLAYWRITE, CONFIG.DB IN DBASE)
- BATCH FILES WHICH EXECUTE COMMANDS, DOS MENUS, BACKUPS, ETC. (E.G., AUTOEXEC.BAT, 1.BAT, MENU.TXT)

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Source: https://www.industrydocuments.ucsf.edu/docs/ztvk0000

RECORDS MANAGEMENT PROGRAM

INFORMATION SERVICES SYSTEMS AND ELECTRONIC MAIL

INFORMATION SERVICES SYSTEMS

DO NOT CLASSIFY, LABEL, AND INVENTORY DATA BASES, PROGRAMS, REPORT GENERATORS, ETC. WHICH RESIDE ON A MAINFRAME (HOST) COMPUTER OR ON ANY OTHER COMPUTER WHICH IS MAINTAINED AND CONTROLLED BY THE INFORMATION SERVICES DEPARTMENT. THESE RECORDS ARE CLASSIFIED, LABELED, AND INVENTORIED BY THE INFORMATION SERVICES DEPARTMENT.

DO CLASSIFY, LABEL, AND INVENTORY OUTPUT (PAPER OR MICROFICHE) WHICH IS CREATED BY AN INFORMATION SERVICES SYSTEM.

ELECTRONIC MAIL

IF ELECTRONIC MAIL IS DELETED FROM THE SYSTEM BY THE SENDER IMMEDIATELY FOLLOWING TRANSMISSION AND BY THE RECIPIENT IMMEDIATELY FOLLOWING VIEWING, THIS CONSTITUTES A COMMUNICATION THAT IS ANALOGOUS TO A TELEPHONE CALL. WHEN ELECTRONIC MAIL IS USED IN THIS MANNER NO RECORDS ARE CREATED.

IF A DOCUMENT, WHETHER CREATED IN ELECTRONIC MAIL OR IMPORTED FROM OR EXPORTED TO THE WORKSTATION, IS RETAINED IN THE ELECTRONIC MAIL SYSTEM, IT MUST BE MAINTAINED ACCORDING TO THE PROCEDURE FOR PERSONAL COMPUTER HARD DISKS.

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